

Date received _____

Member number _____

Amount paid _____

Date approved _____

Space above this line for Headquarters use only.

AMERICAN INSTITUTE OF PROFESSIONAL GEOLOGISTS

12000 Washington St., Suite 285, Thornton, Colorado 80241-3134

303-412-6205 • Fax: 303-253-9220 • aipg@aipg.org

To the applicant:

Before completing the application, please read the Code of Ethics and Article 2.3 of the Bylaws of the Institute which are included in this application booklet. Qualifications for categories of Member and Associate are summarized on the requirements page. **Complete only those sections that are required for your category.**

This is an application for:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Certified Professional Geologist (CPG) | Complete all sections. |
| <input type="checkbox"/> Upgrade to CPG | Complete all sections. |
| <input type="checkbox"/> Professional Member | Complete sections I, II, V, VI, X. |
| <input type="checkbox"/> Young Professional Member | Complete sections I, II, V, VI, X. |
| <input type="checkbox"/> Student | Complete sections I, II, V, VI, X. |
| <input type="checkbox"/> Associate | Complete sections I, VI, X. |

Are you a current/former Member of AIPG? Yes No If yes, what was your Member number? _____

What was the last year you were active (if known)? _____

I. PERSONAL DATA

Last Name:	First:	Middle:	Suffix:
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Maiden Name:	Informal:	Employer:
Preferred mailing address: <input type="checkbox"/> Home <input type="checkbox"/> Business or School		

Address:			
City:	State:	Zip:	Country:
Secondary mailing address: <input type="checkbox"/> Home <input type="checkbox"/> Business or School			

Address:			
City:	State:	Zip:	Country:
Work phone:	Home phone:	Fax:	Cell:
Email:			

Current employment category:

- Academia/Research
 Corporation
 Consultant
 Self Employed
 Retired
 Student
 Federal Government
 State/Local Government
 Other

Major fields of geologic practice: (refer to Field of Practice Specialty Code list)

(1)	(2)	(3)
-----	-----	-----

Optional information for statistical purposes only.			
Male	Female	Birth date	Citizenship

IF MORE SPACE IS REQUIRED, ATTACH ADDITIONAL SHEETS AND IDENTIFY APPROPRIATE SECTION OF FORM.

II. RECORD OF COLLEGE TRAINING: List the most recent school attended first. Indicate by S or Q whether the credits were semester or quarter hours. Official certified transcripts from each school listed where hours of geology were earned must be sent directly to AIPG by the school for CPG applicants only.

From	To	College or University	Major subject	Hours of geology	Degrees received and dates

List any additional geologic related short courses.

Dates	Organization, College or University	Title of course	CEU's or Certificate received

III. RECORD OF EXPERIENCE: Account for your professional activities, whether geological or not, in chronological order since the beginning of your geological work experience. List your most recent position first and leave no unexplained gaps.

If you are applying for CPG, a Geological Experience Verification form must be provided for each position held in which you worked as a professional geologist **and identify position(s) of responsibility** (see requirements). Complete the Applicant's portion of the form and send it to the person(s) who have agreed to verify that portion of your experience that you wish to be used for consideration. The verifier will complete the front page of the form and send it to AIPG. Verifiers may be contacted directly by AIPG for clarification or for supplemental information. It is preferred, but not required, that the forms be completed by professional geologists. See Sponsor Statement form for definition of professional geologist.

From	To	Employer	Title of Position	Name of person who will verify experience	Months of geological work*

* Geological work may include time spent managing/supervising other geologists, reviewing geologic reports, and conducting the administration appropriate and necessary to your work as a geologist. Total is months worked x % of time doing geological work.

IV. SPONSORS: Please see requirements for the number of sponsors required for your application. All sponsors must be able to attest to your professional qualifications and ethics in unequivocal terms, based upon their own current knowledge. A sponsor may also be used to verify your employment. If a sponsor verifies your employment, they must use both forms. For CPG, no more than 2 sponsors may be employed by the same firm at the time of application submission and none may be related to the applicant or be the applicant's subordinate. Each sponsor must complete the Sponsor's Statement and send it directly to AIPG. If you do not know enough AIPG CPG Members to sponsor you, see AIPG Bylaws 2.3.1. for alternative.

List your sponsors	Name	Address	AIPG#
*AIPG CPG Member			
*AIPG CPG Member			
Professional geologist			
Sponsoring society (see Bylaws 2.3.1.)			

* Required for CPG Applicants

V. REGISTRATION AND LICENSURE: Do you now hold or have you ever held a state certification, license or registration to practice as a Professional or Certified Geologist? Yes No

If yes, list below each certification, license or registration which you have held or are currently holding. Provide proof of each that you currently hold. Proof must include expiration date of certification, license or registration.

Jurisdiction	Title/Number	Effective Dates	Reason for Termination

Have you ever been refused a geologist certification, license, or registration, or the renewal thereof? Yes No

If yes, by whom and reasons given?

Have you ever had a certification, license, or registration to practice geology, or any other profession, revoked, suspended or otherwise acted against (including probation, fine, or reprimand) in a disciplinary proceeding? Yes No

If yes, by whom and reasons given?

VI. LEGAL HISTORY: Have you, or a partnership, or corporation of which you were a partner, officer or director, ever been:

- Yes No Convicted of a crime, in any jurisdiction, which directly relates to the practice of geology or the ability to practice geology?
- Yes No Indicted for, or convicted of, a felony in any jurisdiction?
- Yes No The subject of an investigation, injunction, fines, or penalties concerning any alleged consumer, investor, or securities fraud in any jurisdiction?
- Yes No A defendant in any jurisdiction in a civil action arising out of the practice of geology?

If you answered yes to any of the above questions, please provide an explanation of the charges and the final judgment and why these charges and judgments are not pertinent to your professional standing and should not be considered in this review. Attach additional sheets if necessary.

VII. AFFILIATIONS: List the geological societies and organizations of which you are an active member.

Name of Organization	Class of Membership	Year joined	Offices held	Honors received

VIII. PUBLICATIONS: Give title and publisher of significant scientific articles or books you have authored or co-authored (list co-authors). Manuscripts accepted for publication should be listed as such. A complete list of publications is not required.

IX. ADDITIONAL INFORMATION: Other pertinent information in support of your AIPG Membership application may be included here. **Curricula vitae and resumes are invited.**

X. AFFIDAVIT: In affixing my signature to this application, I warrant that all statements made herein and on the appended sheets are true and correct to the best of my knowledge, information, and belief and further, I affirm that I have read the Bylaws and Code of Ethics of the American Institute of Professional Geologists and that I subscribe to and will abide by them and all of the provisions in them as now in effect or hereafter amended, and that any untrue or incorrect statement knowingly made by me in this application, or my failure to abide by the Bylaws and Code of Ethics, shall be grounds for my suspension or expulsion from the Institute as may be determined and directed by the Executive Committee.

I affirm adherence to applicable professional and ethical standards, have not had a certification, license, or similar qualification suspended or terminated for ethical or disciplinary reasons during my career, nor have I resigned from such designation in participation of or in settlement of proposed grievance or disciplinary proceedings.

I agree to fully cooperate in the processing by AIPG of my application. I will furnish any additional information requested by the Institute. I hereby grant AIPG permission to contact listed employers, sponsors, and others who may provide information concerning my qualifications for Membership, and to divulge information contained in the application, or obtained in AIPG's investigation of my qualifications, which is necessary for AIPG to independently verify my qualifications.

Name (printed or typed): _____

Signature: _____ Date: _____

Notary statement and seal. ONLY REQUIRED FOR CPG APPLICANTS.

STATE OF _____ COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same as a warranty of the statements therein contained, of his/her own free will and volition.

Given under my hand and seal of office this the _____ date of _____ A.D. _____.

My commission expires _____.

Notary Public in and for _____ County, State of _____.

DO NOT WRITE BELOW THIS LINE.

CPG SECTION SCREENING ACTION:

Date received by Section _____

Committee recommendation: Approve Disapprove

Date sent to Headquarters _____

Comments: _____

Signature of Section Screening Chairman:

CPG NATIONAL SCREENING ACTION:

Approve Reject Date

Signature of Committee member _____

Signature of Committee member _____

Signature of Sub-Committee chairman _____

Signature of National chairman (if needed) _____

Executive Committee Action (if needed):

Attested:

Approve Reject Date

Signature of Institute Secretary _____

FOR ALL MEMBERSHIP CATEGORIES EXCEPT CPG.

Headquarters Approval _____ Date _____

GEOLOGICAL EXPERIENCE VERIFICATION

_____ (applicant's name) has filed an application with the American Institute of Professional Geologists for Certification as a Certified Professional Geologist. This Certification depends, among other considerations, on the verification of the extent, diversity, and quality of his/her practical training and geological experience as described on the reverse side of this form. Please assist us by supplying the information requested below, based upon your own personal, first-hand knowledge of the applicant. Attach additional sheets if needed. Thank you.

Verification of experience from (month and year)

To

Applicant's employer during this period:

— SEE APPLICANT'S COMPLETE STATEMENT ON REVERSE SIDE OF FORM —

To be completed by person verifying geologic experience:

Name	
Current employer	
Current job and/or professional title	
Complete Business address	
Email/Office phone number	
Nature of current business	

1. Profession and specialty (if any) _____ Years Experience _____

2. What was your business or professional relationship to the applicant during the time described?

3. The portion of employment or experience we wish you to verify is described by the applicant on the reverse side of this form. Please state your opinion regarding the accuracy of the description, including duration, extent, and complexity of work, **particularly the geological work and whether the work was in a position of responsibility**, and indicate your evaluation of the applicant's performance.

4. If there is any portion of the described experience with which you are insufficiently familiar, please identify the portion and explain.

5. Additional Comments?

6. List your Professional Certification(s), License(s), or Registration(s), if any.

Signature

Date

Return completed form to:

American Institute of Professional Geologists
12000 Washington St., Suite 285, Thornton, CO 80241-3134

TO BE COMPLETED BY APPLICANT

EXPERIENCE RECORD: SUMMARY AND DESCRIPTION

Name of person verifying your work experience		
Name and address of your employer at time of experience		
Date of employment:	From	To
Percent full-time	Percent of full-time work which was geological*	
Percent part-time	Percent of part-time work that was geological*	
Total experience in months	Percent of work in a position of responsibility	

*Geological work may include time spent managing/supervising other geologists, reviewing geologic reports, and conducting the administration appropriate and necessary to your work as a geologist.

Reason for leaving

Name of supervisor:

Description of Geological Experience: Make explicit statements, listing and defining geological work performed. The description should be specific and contain details as to how the job included the application of geological principles, theories, and knowledge in the collection, analysis, and interpretation of geological data. Include a statement describing the extent and complexity of work performed. **In particular, identify work "in a position of responsibility" as defined in the requirements for Certification (Bylaw 2.3.1.4).** A listing of projects, without details regarding the geological aspects, is not sufficient for a fair evaluation of your experience. Terms such as "managed", "was involved in", "participated in", "served on a team", and so forth do not provide sufficient detail. It is better to use terms that identify duties, such as "project director", "principal investigator", "well-site geologist", "geologic team foreman". If more space is needed, attach additional sheets.

SPONSOR'S STATEMENT

Any non-AIPG Sponsor must be a professional geologist. For the purposes of this application, a professional geologist sponsor is defined as one who has a baccalaureate degree or higher with 30 semester hours (or equivalent) in geological sciences and 5 years of post-degree experience in the practice of geology as a vocation.

Applicant information received by AIPG will be considered confidential. Application materials will be divulged only to those directly involved in review of that particular application.

To the Sponsor:

_____ (applicant's name) has filed an application with the American Institute of Professional Geologists for Membership in AIPG or Certification as a Certified Professional Geologist and has named you as a Sponsor. Membership and Certification depend, among other considerations, upon an evaluation of the applicant's professional and ethical reputation. Please assist us by supplying the information requested below, based upon your own personal, first-hand knowledge of the applicant. Thank you.

Sponsor's name	
Sponsor's current employer	
Sponsor's current job and/or professional title	
Sponsor's complete business address	
Sponsor's Email /office phone number	
Nature of current business	

1. How long have you known the applicant? _____

2. Past Relationships: _____

3. Present Relationship: _____

4. Do you have knowledge of the professional and ethical reputation of the applicant in his/her professional and business community? Yes No

5. What is his/her reputation?

6. Do you personally agree with that reputation? Yes No (please explain)

7. Have you had business or other professional dealings with the applicant? Yes No
Remarks:

8. If your answer to 7 is No, would you willingly have future dealings? Yes No
Remarks:

9. Are you aware of any business or professional activities by the applicant that you would consider to be questionable or unethical? Yes No

Remarks:

10. State to the best of your knowledge whether the applicant is honest and trustworthy.

11. Do you have any reservations about the applicant's professional and ethical standards? Yes No

Remarks:

12. Are you willing to provide further information to AIPG if requested? Yes No

Remarks:

13. Any additional comments you wish to make:

I certify that I am a Member of the American Institute of Professional Geologists.
AIPG Member number _____

I am licensed or certified to practice geology as follows:
Licensing Certifying organization(s) _____
License/certification number(s) _____

I am a professional geologist, as defined on the front of this form.

Signature

Date

The person completing this form must return the completed form directly to:

**American Institute of Professional Geologists
12000 Washington St., Suite 285
Thornton, CO 80241-3134**



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aipg@aipg.org • www.aipg.org

Application Fee/Dues Payment Form

Payment must be included for your application to be processed.

Applicant Last Name:

First Name:

M.I.:

Check member type you are applying for.	Application Fee	Dues
<input type="checkbox"/> Certified Professional Geologist	\$50	
<input type="checkbox"/> Upgrade to Certified Professional Geologist	\$35	
<input type="checkbox"/> Professional Member	N/A	If you apply: <u>Dec – Mar = \$130; Apr – Jun = \$97.50; Jul – Sep = \$65; Oct - Nov = \$32.50</u> (This amount covers the first calendar year of your membership.)
<input type="checkbox"/> Young Professional Member	N/A	If you apply: <u>Dec – Jun = \$65; Jul – Nov = \$32.50</u> (This amount covers the first calendar year of your membership.)
<input type="checkbox"/> Student	N/A	FREE
<input type="checkbox"/> Associate	N/A	\$65; If you apply: <u>Dec – Jun = \$65; Jul – Nov = \$32.50</u> (This amount covers the first calendar year of your membership.)

Payment Method: Check Visa MasterCard Amex Money Order

Payments are made in US funds.

Credit Card Acct #:

Exp. Date:

Security Code:

Print Cardholder Name:

Cardholder's Signature:

Credit Card Billing Address:

Cardholder's Daytime Phone:

This application fees are non-refundable.

Key to Specialty Fields of Practice

App/Eval	Appraisals/evaluations	Micropal	Micropaleontology
Coal	Coal	Mineral	Mineralogy
ColdReg	Cold regions/permafrost	MiningG	Mining geology
CompApp	Computer applications	NatGas	Natural gas
CnstrMat	Construction materials	Oprs/Dev	Operations/development
EconG	Economic geology	Paleont	Paleontology
EngrgG	Engineering geology	Palynol	Palynology
EnvirG	Environmental geology	Petrog	Petrography/petrology
Envirl	Envir. impact assmt	Petrol	Petroleum
EnvirS	Envir. site assmt	Phosph	Phosphates
Explor	Exploration	Planet	Planetology
FieldG	Field geology	RegG	Regional geology
ForensG	Forensic geology	RemSens	Remote sensing
GenIG	General geology/Earth sci	Sediment	Sedimentology
Geochem	Geochemistry	Seismol	Seismology
GeoMod	Geologic modeling	SoilSci	Soil science
Geomor	Geomorphology	Stratig	Stratigraphy
Geophys	Geophysics	StructG	Structural geology
Geostat	Geostatistics	Tectonic	Tectonics
Geotech	Geotechnical	Uranium	Uranium
Geother	Geothermal	Volcanol	Volcanology
HazWste	Hazardous waste	WsteDis	Waste disposal
HydroG	Hydrogeology	WtrRes	Water resources
IndstM	Industrial minerals		
InvstAn	Investment analysis		
LandRec	Land reclamation		
Leasing	Leasing		
Mgmt	Management		
MarineG	Marine geology		
MathG	Mathematical geology		
Metallic	Metallic minerals		

Required & Recommended Courses for Degree in Geological Sciences

AIPG recognizes a core of required courses common to most curricula and essential to the training of geologists. If you have not taken these courses, annotate your application to explain how these areas of geology have been covered elsewhere in your coursework.

Physical Geology	4 semester hours or equivalent
Historical Geology	4 semester hours
Rocks & Minerals	4 semester hours
Structural Geology	3 semester hours
Stratigraphy	3 semester hours
Field Geology	6 semester hours

Some programs recommend or require courses that reflect regional differences. The remaining hours required for CPG and Member could come from the following (or equivalent) courses.

Applied Geophysics	Invertebrate Paleontology
Economic Geology	Petroleum Geology
Environmental/Engineering Problems	Petrology, or Petrography, or Sedimentary Petrology, or Igneous and Metamorphic Petrology, or Optical Mineralogy
Geomorphology	Sedimentology
Groundwater Hydrology, or Hydrogeology or Hydrogeochemistry	

Other courses will be reviewed and considered by the screening committees.

Types of Membership and Requirements

CERTIFIED PROFESSIONAL GEOLOGIST

- EDUCATION:** a baccalaureate or higher degree in a geological science and 36 semester or 54 quarter hours in geological sciences*; certified copy of official transcripts must be sent by each college or university
- EXPERIENCE:** 8 years or 96 months in the practice of geology beyond bachelor's degree. A master's degree in a geological science is credit for 1 year or 12 months or a doctorate is credit for 3 years or 36 months of professional experience. **Three years of the required experience in the practice of geology shall be in (a) position(s) of responsibility defined as one in which the individual was depended on for significant participation, management and decision making, and that the applicant is capable of scoping, supervising, and checking relevant work to ensure it meets industry standards acceptable to the Executive Committee.**
- SPONSORS:** 3 required from professional geologists, 2 of whom must be CPG's (see Section 2.3.1.4 of the Bylaws for exceptions)
- CERTIFICATION/REGISTRATION:** None required
- SCREENING:** Section and National
- APPLICATION FEE:** \$50 (to upgrade from Professional Member to CPG, the fee is \$35)
- ANNUAL DUES:** \$170 plus Section dues; both pro-rated for remainder of year when accepted

PROFESSIONAL MEMBER

- EDUCATION:** 30 semester or 45 quarter hours in geological sciences* with a baccalaureate or higher degree; certified copy of official transcripts must be sent by each college or university
- EXPERIENCE:** No proof required
- SPONSORS:** None required
- CERTIFICATION/REGISTRATION:** None required
- SCREENING:** Headquarters can approve
- APPLICATION FEE:** None
- ANNUAL DUES:** If you apply: Dec – Mar = \$130;
Apr – Jun = \$97.50; Jul – Sep = \$65;
Oct – Nov = \$32.50 (This amount covers the first calendar year of your membership.)
- ONLINE SIGNUP AVAILABLE:** Yes

Note to those who received their degrees from non-U.S./Canadian universities. If you received a degree from a university or college outside the U.S. or Canada, and the school is unable to provide an acceptable transcript, you must submit a copy of your diploma and a list of courses taken. The Screening Committee may ask you to provide additional information or an equivalency evaluation, at your expense.

*As defined by the American Geological Institute, a geological science is any of the disciplinary specialties that are part of the science of *geology*, e.g., geophysics, geochemistry, paleontology, petrology, etc.

YOUNG PROFESSIONAL MEMBER

- EDUCATION:** 30 semester or 45 quarter hours in geological sciences* with a baccalaureate or higher degree; certified copy of official transcripts must be sent by each college or university
- EXPERIENCE:** Applicants must apply during the first three years upon earning a baccalaureate.
- SPONSORS:** None required
- CERTIFICATION/REGISTRATION:** None required
- SCREENING:** Headquarters can approve
- APPLICATION FEE:** None
- ANNUAL DUES:** If you apply: Dec – Jun = \$65;
Jul – Nov = \$32.50 (This amount covers the first calendar year of your membership.)
- ONLINE SIGNUP AVAILABLE:** Yes

STUDENT

- EDUCATION:** Currently enrolled in a geological science* degree program
- EXPERIENCE:** No proof required
- SPONSORS:** None required
- CERTIFICATION/REGISTRATION:** None required
- SCREENING:** Headquarters can approve
- APPLICATION FEE:** None
- ANNUAL DUES:** None
- ONLINE SIGNUP AVAILABLE:** Yes

ASSOCIATE

- EDUCATION:** No proof required
- EXPERIENCE:** No proof required
- SPONSORS:** None required
- CERTIFICATION/REGISTRATION:** None required
- SCREENING:** Headquarters can approve
- APPLICATION FEE:** None
- ANNUAL DUES:** If you apply Dec - Jun = \$65;
Jul - Nov = \$32.50 (This amount covers the first calendar year of your membership.)
- ONLINE SIGNUP AVAILABLE:** Yes

Applications for the Forms Challenged

By Lawrence M. (Larry) Austin, CPG-05181

Forward to the 2015 update:

This article was originally prepared in 2010 in response to a variety of difficulties being experienced by applicants in completing the application form in use at that time. Recently the application form has been updated to include the newly formalized requirement of three years of experience in a position(s) of responsibility.

Originally I wrote this article in a lighthearted fashion and attempted to toss in a little humor in an effort to keep your eyes from glazing over and possibly breaking your nose on the table. Thud! I leave it that way for the same reason some of the airlines have gone to video safety drills with substantial silliness in the background. It keeps your attention focused on the subject matter and I hope to do the same. Thank you for your attention. Lawrence M. (Larry) Austin

We have educational requirements and we're sticking to them. However, what should be a relatively simple process often is not and often is made more difficult as more people get involved. So, my objective here is to help both our applicants and our membership in the promotion of and assistance with the application process. I'm going to concentrate on the CPG application process although, to a great degree, the comments also apply to our other categories of membership.

First of all, let me introduce myself. I'm one of the gate keepers. My official position is that of chairperson of the National Screening Committee (NSC), a position I've enjoyed for several years now. I work with a team of your colleagues who are endowed with phenomenal patience and unswerving dedication. They contribute untold hours to the process. Herein I hope to lessen that load a bit.

Let's start with Article 2.3.1 of the AIPG Bylaws:

2.3.1 Requirements to be a Certified Professional Geologist

Any person whose application for certification as a Certified Professional Geologist was received prior to May 14, 2005 and who has met the requirements for such certification as they existed on the day that such person's application was received shall be categorized as a Certified Professional Geologist upon approval pursuant to the procedures in effect on the day prior to the date the application was received.

Beginning on May 14, 2005, the requirements for certification as a Certified Professional Geologist shall be:

1. a baccalaureate or higher degree in a geological science, and a minimum of thirty-six semester hours or fifty-four quarter hours in geological sciences as recognized and approved by the Executive Committee; and at the discretion of the Executive Committee; acceptable continuing education to demonstrate a currency with technical, regulatory, and economic factors affecting the profession, and

2. eight years or ninety-six months of experience in the practice of geology acceptable to the Executive Committee. A master's degree in a geological science shall credit the applicant with one year or 12 months of professional experience, or a doctorate in a geological science shall credit the applicant with three years or thirty-six months of such experience. In lieu of 1 and 2 above, evidence satisfactory to the Executive Committee of the applicant's sound knowledge and proficiency in a field of geological science may be substituted.

Applicants for Certified Professional Geologist shall affirm their adherence to applicable professional and ethical standards and shall provide acceptable references from either (1) at least three professional geologists who have personal knowledge of the applicant's qualifications, integrity, and conduct, at least two of whom are Certified Professional Geologists, or (2) a professional society that is specifically recognized for this purpose by the Executive Committee. In extraordinary circumstances, as an alternative to all or part of the foregoing, the Executive Committee may require acceptable references from no fewer than six professional geologists who have personal knowledge of the applicant's qualifications, integrity and conduct.

These are the requirements for CPG certification. There are somewhat different requirements for other categories of membership and the reader is referred to Articles 2.3.2 through 2.3.4 for those other requirements.

And Section 2.3.1.4,

Three years of the required experience in the practice of geology shall be in (a) position(s) of responsibility defined as one in which the individual was depended on for significant participation, management and decision making, and that the applicant is capable of scoping, supervising, and checking relevant work to ensure it meets industry standards acceptable to the Executive Committee.

Now let's look at the process of assembling the information, filling out the forms and actually submitting an application for CPG with the expectation that it will be acceptable. The forms are available on-line in a package intended to provide the applicant with everything he/she needs to submit a complete package. They're under "Member Forms" and available in both .PDF and MS Word formats. I'd recommend the Word format if you intend to fill it out on the computer unless you have a .PDF editor available. There's also a flow chart if you wish to see how the process unfolds. Note to members: If you're assisting someone in the application process, be sure to have them send you, preferably via email, whatever they have at the time the question(s) arise. Now, if you're like me, print all 10 pages so you have something in front of you to review. Just remember, if you're looking over a partially completed application, destroy your copy when done to ensure confidentiality.

We start on the cover page, **Section I:** Most of this is relatively straight forward personal and current employment data. We need it for purposes of contacting

the applicant should any questions arise - and they do. Just let us know how and where to best contact you, the applicant. One item that's a little more confusing is the "Major Fields of Geologic Practice." For brevity we use a series of abbreviations given on the second to last page of the packet. Pick the three that best apply to what you're doing.

Now let's go to Page 2, **Section II**, Record of College Training. This is where you list your education so that we can compare it to the requirements of the Bylaws and the college transcripts. The applicant should list each college or university attended in order beginning with the most recent. They should include all studies, even those that did not involve geological sciences as we'll delve into any gaps we perceive in the history. Just note on the form that the major subject was something else. Hours of geology can be provided in either Semester hours or Quarter hours but tell us which units you're using. And do the same for post-graduate continuing education courses although here we don't need a record of non-career related courses.

Official transcripts must be submitted for all geological sciences education and come directly from the educational institution to AIPG Headquarters as proof of your education. If your list includes non-geological educational work at a different educational institution, simply indicate on the form or submit a statement with the application that your studies at that institution did not include any applicable coursework and that a transcript is therefore not being submitted for those studies.

Section III concerns documenting the record of experience for the individual. On the application form we require a complete record of your work history from college onward. And yes, this includes non-geological work experience although we do not need verification of the non-geological work experience. Please double check this history for continuity in dates and make sure all relevant experience summaries are requested. And yes, we need to know if you took a six month stint as a cashier at the local grocery store one time when you were out of work. Otherwise we'll assume you were in prison for securities fraud or some similar nonsense and you'll end up explaining it seven ways from Monday. Save us all the grief, **BE THOROUGH!**

Experience Verification forms are extremely critical yet poorly understood. There is a portion for the applicant to fill out and a portion for the person verifying the experience to fill out. As an applicant, only fill out the part that pertains to you and the header, name and address, for the person who will verify the information. When you describe your experience, please tell us what you did in terms of geologic analysis, what tools you used (i.e. cross sections, geologic mapping, borehole logs, etc.), what documentation you created (reports, correspondence) and whether you had **review/supervisory authority along with what level (technical review responsibility over report(s))** (supervised a team of 2 geologists and 3 technicians), etc. We don't need to know specifically what projects, clients or sites were involved and we don't need your thesis or 3 reports attached as examples as we're likely

not going to read them anyway unless we have a particular interest in the subject or suspect something is amiss. Be concise. Your verifiers should review the information you provided. Is it accurate? Please note that the verifier does not have to be your immediate supervisor although we'd prefer they be if appropriate. However it should be someone who is familiar with your work and preferably has the geologic knowledge that is necessary for a qualified review. It does not have to be someone from within your employer, and often is not in the case of self-employed consultants. However, avoid using subordinates or relatives as this seriously detracts from the credibility of the verifier and likely will be rejected.

Please avoid the temptation to list all your career responsibilities on one experience form and then forward it for verification of the appropriate portion from several employers. Unless you've taken the time to clearly indicate who should verify what portion and advised each verifier to clearly state what portion they are verifying, it leads to confusion for both the verifiers and the reviewers. Often it results in denial of verification of at least some portion of each form by each verifier. If a screener is pressed for time at that point it may be easier to just say no and let you go back and re-do it, adding weeks or months to the review process. Again, save us all the grief. Make extra copies of the form and separate each position so that each verification is for all and only the data on that form. It may take a little more time to do it this way but it saves time for the screeners later and thus, processing time for the application.

Section IV requests a listing of sponsors. For CPG, two must be AIPG members and one can be another geologist who meets the criteria for a professional geologist sponsor as indicated on the sponsorship form (Baccalaureate degree or higher with 30 semester hours or equivalent in geological sciences and at least 5 years of post-degree experience in the practice of geology as a vocation.) This is often a major stumbling block for potential applicants. However it's mostly because we haven't yet enacted a requirement to have AIPG branded into our foreheads. There are likely a considerable number of your colleagues that are members but don't consistently advertise it. A quick call or email to Vickie at HQ will get you a list of section members in your area and contact information. If you contact me, I'll try to put you in touch with anyone I know from the Institute in your general area and arrange a meeting. For the most part, we'll do whatever we can to make it easy for you to procure the appropriate sponsors.

Again, some common sense is in order when selecting sponsors. No more than two may be from the same organization at the time of submission. Please refrain from using close relatives or subordinates as these will not be acceptable. It becomes a "do over" that comes back to screeners whose attention is now focused for any little typo on your application. Don't do it!

In **Section V** we ask if you've held any state certification, license or registration and, if so, to list them. Also, to indicate if any have been refused, revoked,

suspended or otherwise acted against and, if so, to provide an explanation. How you respond to this question is extremely important. The NSC members will check up on claimed licenses, certifications or registrations. Much of this information is on-line. Proof is required for current ones. Very important, if you've held a temporary work permit, be sure to list it as such as not all states list temporary permits on-line. If we check for a license and the state doesn't have it listed, we'll have to investigate as to why it was claimed or the application may be denied.

We ask for your legal history in **Section VI**. We're not particularly interested in speeding tickets but we are interested in any crime or action related to geology, subject to investigation, injunction, fines or penalties related to consumer, investor or securities fraud or indicted or convicted of a felony. If so, be sure to add an explanation, the final judgement and why the charge(s) and judgement(s) are not pertinent to the application.

Sections V and VI relate to items AIPG considers extremely important relative to ethics. If you have any questions at all regarding these specific questions, contact us, either myself or Mr. David Abbott of the Ethics Committee. We'd rather clear them up ahead of time than have to deal with sensitive questions and bruised feelings later.

Section VII asks for a list of geologic societies and organizations of which you are an active member and **Section VIII** asks for a list of publications you have authored or co-authored. A complete list is not necessary here but manuscripts accepted for publication should be listed as such. There are no right or wrong answers here.

In **Section IX** you have an opportunity to present other pertinent information. Please refrain from overburdening the application with copies of publications, heses, reports and the like as they may not receive the attention anticipated. Our screeners are, after all, volunteers. Please respect their time.

Section X is your affidavit attesting to the accuracy and completeness of the application. Note that the notary's seal and statement is required for a CPG application. If the application is being submitted from an area where a notary is not available, please contact HQ for guidance as we will work with you to gain equivalency.

Accompanying the application package are the Geological Experience Verification forms and the Sponsor's Statement forms. I'd like to emphasize again that separate experience forms and sponsorship forms should be filled out as appropriate and furnished to the individuals who then send the forms directly to AIPG-HQ for inclusion in the application. Note that each of these forms has a section for the applicant to fill out and a section for the verifier/sponsor to complete. Please do not fill the verifier/sponsor sections out for them! This is readily spotted in the review process and seriously detracts from the credibility of the application! If they've agreed to assist you, they should be willing to write the few sentences necessary to complete these simple forms.

Finally, send the appropriate forms to your verifiers and sponsors, contact your colleges and universities for transcripts and forward the rest of the package to AIPG Headquarters. It will be held there until all the pieces are in (administratively complete) and then forwarded either for Section Review and then NSC review or directly to the NSC for review depending on the status of the Section Screening Committee and any prior membership you've held with AIPG. At a minimum the process is likely to take 60 days and you will be notified of where your application is within the process at key milestones. Please be patient but also don't hesitate to contact us should you have any questions.

AIPG's application process can be an intimidating experience for those seeking the CPG status. However since some states require it for the practice of geology (e.g., Alaska), others use it in their own certifying processes (e.g. Michigan for the title Certified Underground Storage Tank Professional), and we believe it to signify a significant life achievement, it's important that we be accurate, thorough and consistent. After all, we seek to sustain the significance of those three letters appended to your name at the bottom of the page.

Larry Austin has been involved with the practice of geology since 1975. He has been actively involved in AIPG's National Screening Committee (NSC) for many years and is the current Chairperson. He has also served two terms on the Executive Committee.